



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

04-23

Date:

08/23/2004

Administrative Memorandum

SUBJECT: MANDATORY JUSTICE DEPARTMENT INTERFACE CONTROLLER/CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (JDIC/CLETS) PRINTOUTS WHEN SUBMITTING AN INVESTIGATION FOR PROSECUTION CONSIDERATION

REFERENCE: Administrative Memorandum 04-13, 06/28/2004 - Obtaining Justice Department Interface Controller/California Law Enforcement Telecommunications System (JDIC/CLETS) Printout

Administrative Memorandum 04-04, Justice Data Interface Controller (JDIC) User Log - WFP&I 459, Dated 05/10/04

CANCELS:

FILE IN: WFP&I Handbook, Section 10-113

SPECIAL ATTENTION: [X] SWFI [X] WFI/EFI

I PURPOSE

This Administrative Memorandum (AM) revises procedures to add additional Justice Department Interface Controller/California Law Enforcement Telecommunications System (JDIC/CLETS) printouts to the information required by the District Attorney, Welfare Fraud Prosecution Unit, when submitting an investigation for prosecution consideration.

II POLICY


Welfare Fraud Investigators (WFI) assigned to Welfare Fraud Prevention & Investigations (WFP&I) headquarters must complete the WFP&I 324, Request for JDIC/CLETS Information, and obtain approval from the Supervising Welfare Fraud Investigation (SWFI) prior to requesting a printout or accessing the JDIC terminal to obtain a printout.

Effective immediately, all investigations referred to the District Attorney (DA) for prosecution consideration **must** include a copy of the JDIC/CLETS printouts listed below. In addition, the WFI must printout a copy of any JDIC/CLETS requests returned "No Hits" to be included with the investigative package submitted to the DA for prosecution consideration.

- A criminal history inquiry through the FBI which includes the following:
 - RAPS - Criminal History Name Inquiry
 - RAPS I - Criminal History Numeric
 - RAPS II - Criminal History Record Supplemental
- A CLETS inquiry of the suspect's criminal history - Consolidated Criminal History Reporting System (CCHRS).

- A CLETS printout of the suspect's Department of Motor Vehicle (DMV) history.
- A warrant check.

Please direct questions regarding this memo to your immediate supervisor.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

c: Deputy Directors
Chief Clerk